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Candace Havens
Director

INTER-OFFICE CORRESPONDENCE

DATE: November 14, 2011

TO: John Lojek, Commissioner of Inspectional Services

FROM: Candace Havens, Director of Planning and Development
Eve Tapper, Chief Planner of Current Planning
Alexandra Ananth, Senior Planner

SUBJECT: Administrative Site Plan Review – Sec. 30-5(a)(2)
25 Maple Terrace – Proposed Parking Lot

CC: Ward 4 Alderman John W. Harney
Ward 4 Aldermen-at-Large Leonard J. Gentile and Amy Mah Sangiolo

In accordance with Section 30-5(a)(2) of the City's Zoning Ordinance, which requires Site Plan Review for nonprofit educational uses, the Planning Department and other City departments have reviewed the proposed plans for the LASELL COLLEGE, MAPLE TERRACE PARKING LOT submitted to the City of Newton on September 13, 2011. The proposed project is located on a parcel of land bounded by Maple Street, Woodland Road, Groveland Street, and Grove Street, and includes the conversion of existing asphalt tennis courts into a parking lot proposed to hold 34 parking stalls and associated landscaping and lighting improvements. The Planning Department held a neighborhood meeting to discuss the project on Tuesday, October 4, 2011.

PROJECT OVERVIEW

The project site is located in the middle of the block bounded by Maple Street, Woodland Road, Grove Street, and Groveland Street with access off of Maple Terrace. The site is abutted by eight properties, five of which are privately-owned while three are owned by the College. Currently the site contains an aging asphalt tennis court in deteriorating condition. Lasell College proposes to convert the entire site into a parking lot containing a total of 34 parking stalls. A three-foot landscaped buffer is proposed around all sides of the lot and an existing 8.75-foot high chain link fence is proposed to remain.

The College has been exploring options to locate additional parking on its property to meet existing demand and to further its goals of removing surface parking from its quadrangles. It appears this lot will help the College further these goals. However, the Planning Department has serious concerns about locating a parking lot in the interior of a block that includes residential homes not affiliated with the College. It is the Planning Department's strong recommendation that the College lower the height of proposed light poles and add considerably more screening around this proposed parking lot in order to mitigate potential adverse impacts on surrounding residential abutters.

BACKGROUND

Lasell College, a nonprofit educational institution in the Auburndale section of Newton has operated at this locus for approximately 150 years and has expanded its facilities over time. The proposed new parking lot is the latest in a series of renovations and new buildings on the Lasell Campus, including the reconstruction and renovation/expansion of two existing buildings along Myrtle Avenue for an academic building with studio space and offices (approved under the Administrative Site Plan Review Process in 2009), two new dorms on Studio Road (approved under the Administrative Site Plan Review Process in 2008), the construction of Bragdon Dorm Building D (approved under the Administrative Site Plan Review Process in 2010 and currently under construction) and new signage. Approximately five years ago Lasell College underwent a thorough master planning process and the proposed parking lot is part of the College's long-range plan.

TECHNICAL CONSIDERATIONS

In accordance with Section 30-5 of the City's Zoning Ordinance, the plans were reviewed by the Chief Zoning Code Official (CZCO) for compliance with the dimensional tables contained in Section 30-15, and with parking regulations contained in Section 30-19 (**SEE ATTACHMENT "A"**). In addition, the Director of Planning and Development may consider the application in light of the *Site Plan Review Criteria* listed in Section 30-5(2)(c).

I. COMPLIANCE WITH SECTION 30-15 AND 30-19

The College's plans show a parking facility with 34 parking stalls including two handicap stalls. As a parking facility with more than twenty stalls the facility must comply with Sections 30-19(h), (i), (j), and (k).

Under Section 30-19(h)(1), no parking stalls are allowed in a required setback. Required side and rear setbacks for a Multi-Use Institution are 30 feet and the site plan shows parking stalls located within the required setback distance. The applicant must either obtain a special permit from the Board of Aldermen or request a Dover amendment waiver from the Commissioner of Inspectional Services to locate stalls within the required setback.

As the proposed parking facility is located in a Single Residence 2 District, the College is required to maintain a 60-foot vegetative buffer from residential uses. As a Dover-protected

institution the applicant may instead obtain a waiver from the Commissioner of Inspectional Services.

The proposed new parking lot appears to meet all other requirements for a parking facility.

Lasell College submitted a photometric plan for the proposed new parking facility to show compliance with Section 30-19(j). However, the Planning Department notes there is some light spillover onto abutting properties. As this spillover is in the interest of public safety, the applicant may request a Dover amendment waiver from the Commissioner of Inspectional Services. However, the Planning Department is concerned with the height of the proposed lighting and recommends the petitioner consider low bollard-style lighting instead of pole lighting in order to reduce light overspill. If the petitioner is not able to use low bollard-style lighting the Planning Department recommends the poles be no taller than the existing fence.

II. AUBURNDALE LOCAL HISTORIC DISTRICT

The property is located within the Auburndale Historic District and must file an application for the proposed project with the Auburndale Historic District Commission, which the College has not done yet. The Commission reviews any changes that are visible from the public way and the Planning Department notes that the light poles may be visible. As mentioned earlier, the College should strongly consider lowering the height of the poles so as not to impact residential abutters.

III. SITE PLAN REVIEW CRITERIA

As per Section 30-5 of the Zoning Ordinance, the Director of Planning and Development may consider this project in light of the following criteria:

A. Convenience and safety of vehicular and pedestrian movement within the site and in relation to the adjacent streets, properties or improvements

In order to provide vehicular access to the lot, the existing driveway opening off of Maple Terrace will be expanded to 20 feet in width. Maple Terrace is a twenty-five foot wide private road and is in poor condition. It does not appear that any improvements to this road will be made by the College. The Planning Department recommends this road be repaved by the College when this project is complete as mitigation for additional vehicular traffic that will result because of this project. Sidewalks along Maple Terrace should also be repaired as necessary.

B. Screening of parking areas and structures

The proposed new parking lot is located in the middle of a block and abuts residential uses not associated with the College. Although the petitioner did not submit a landscape plan, Proposed Conditions Plans show a three-foot landscape bed surrounding the proposed lot. An existing 8.75-foot high chain link fence surrounding the lot is proposed to remain. The petitioners are proposing to add filler to the existing fence so that it is opaque. The Planning Department notes the proposed three-foot landscape bed is located outside the existing fence and facing abutters.

The Planning Department is concerned that the proposed three-foot landscape buffer is not sufficient to accommodate the root system for tall evergreen screening that should be located around the parking area to improve views of abutters. The Planning Department suggests that the College consider locating additional screening on abutting properties if the property owners are amenable to this solution. Prior to the issuance of any building permits, the College should work with all abutters and the Planning Department to accommodate sufficient screening of this site.

It appears the College will be removing at least two trees in order to construct this project and should consult with the City's Tree Warden regarding the removal of any trees prior to issuance of a building permit. Additionally, care should be taken to protect existing trees during construction and a Tree Protection Plan should be submitted as part of the Construction Management Plan.

C. Provision of Utilities, adequacy for the methods for disposal of sewage, refuse and waste, and location of utility service lines underground

The Associate City Engineer has reviewed submitted plan in a memorandum, dated October 12, 2011 (**SEE ATTACHMENT "B"**). He notes that the proposed project is reducing the amount of impervious area but that storm-water infiltration details need to be clarified. Prior to the issuance of a building permit, the College should respond to all issues raised by the Associate City Engineer.

D. Site/Relationship to Nearby Structures

As mentioned earlier, there are five residential abutters to this proposed new parking lot. The Planning Department strongly encourages the College to work with abutters to minimize any negative impact from the proposed project. This may include lowering the height of proposed lighting and additional screening either on the subject property or on abutting properties. Additionally, the Planning Department encourages the College to restrict the use of this lot to faculty and staff (and not students) so that neighbors are not disturbed during evenings or weekends. Additionally, the College should make an effort to inform users of the lot of their responsibility to respect neighbor's property and privacy.

IV. OTHER REVIEWS

The Planning Department has not received a review from the Newton Fire Department as of the date of this memorandum. Prior to the issuance of a building permit, the Fire Department should review and approve plans for site accessibility and water.

CONSTRUCTION MANAGEMENT

Lasell College must perform all construction in accordance with the conditions of a Construction Management Plan ("C.M.P."). Area residents will be concerned about the impact of truck traffic and contractor parking in their neighborhood. These issues, along with the security of the site, should be emphasized in the C.M.P. The C.M.P. should be submitted to the City Engineer, City Traffic Engineer, Director of Planning and Development, and Commissioner of Inspectional Services for review and approval prior to the issuance of a building permit for this project. The C.M.P. should be expected to include all items listed below, as well any additional requirements contained in the Associate City Engineer's memorandum:

- a) Designated contract person for the construction along with 24-hour contact phone numbers to be distributed to area residents
- b) Bi-Monthly construction updates for distribution to neighbors
- c) Security fencing around the entire construction site
- d) Designated truck routes and truck access points to the construction site, including the hours of delivery of any materials
- e) On-site parking for contractors and subcontractors involved in any construction on-site
- f) Provision to control construction debris and dust on neighborhood streets
- g) Hours of construction
- h) Statement regarding noise control (Noise levels at the site must comply with the City's Noise Control Ordinance, Section 20-13)
- i) Plans designating on-site construction staging area and an on-site holding area of sufficient size to prevent queuing of trucks waiting to deliver materials
- j) Erosion control measures
- k) Material storage area(s)
- l) Construction phasing plan
- m) Tree Removal and Protection Plan

LASELL COLLEGE NEIGHBORHOOD COUNCIL

The Planning Department strongly recommends continued and frequent communication through the Lasell College Neighborhood Council, as this Council provides a forum to discuss material issues of general and mutual concern to the City of Newton, Lasell College, and area neighbors.

CONCLUSIONS AND RECOMMENDATIONS

It is the Planning Department's strong recommendation that the College lower the height of proposed light poles and add considerable additional screening around this proposed parking lot so

as not to negatively impact surrounding residential abutters. Additionally, the Planning Department recommends that the College restrict the use of this lot to faculty and staff.

With your agreement, prior to the issuance of a building permit, Lasell College should be expected to:

- obtain a special permit from the Board of Aldermen or request a Dover amendment waiver from the Commissioner of Inspectional Services to locate parking stalls within the required 30-foot setback;
- obtain a special permit from the Board of Aldermen or request a Dover amendment waiver from the Commissioner of Inspectional Services for the required 60-foot vegetative buffer from residential uses;
- obtain a special permit from the Board of Aldermen or request a Dover amendment waiver from the Commissioner of Inspectional Services for light spillover;
- lower the height of proposed light poles so that they are no higher than existing (or proposed) fencing;
- file an application with the Auburndale Historic District Commission;
- consider repaving Maple Terrace and repairing any sidewalks as mitigation for the proposed new parking lot;
- consult with the City's Tree Warden regarding the removal of any trees;
- respond to all issues raised in the Engineering Department Memorandum;
- present evidence that the Newton Fire Department has reviewed and approved plans for site accessibility and water; and
- submit a Construction Management Plan, with the requirements described above, acceptable to the Commissioner of Inspectional Services and Director of Planning and Development.

ATTACHMENTS:

ATTACHMENT A – ZONING REVIEW MEMORANDUM, DATED NOVEMBER 9, 2011

ATTACHMENT B – ENGINEERING DIVISION REVIEW MEMORANDUM, DATED OCTOBER 12, 2011

ATTACHMENT C – ZONING MAP

ATTACHMENT D – LAND USE MAP



Setti D. Warren
Mayor

City of Newton, Massachusetts
Department of Planning and Development
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ATTACHMENT "A"

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Candace Havens
Director

ZONING REVIEW MEMORANDUM

Date: November 9, 2011

To: John Lojek, Commissioner of Inspectional Services

Fr: Seth Zeren, Chief Zoning Code Official
Eve Tapper, Chief Planner for Current Planning

ET

Cc: Thomas H. Koerber, representing the applicant
Candace Havens, Director of Planning and Development
Ouida Young, Associate City Solicitor

RE: Request to allow a parking facility with greater than twenty stalls

Applicant: Lasell College	
Site: 25 Maple Terrace	SBL: 43016 0025
Zoning: SR2	Lot Area: 20,968 square feet
Current use: Tennis Courts	Proposed use: Parking facility

Background:

Lasell College owns the subject parcel which consists of a 20,968 square foot lot currently occupied by asphalt tennis courts. Lasell College proposes to replace the tennis courts with a parking facility with 34 parking stalls. The proposed parking facility will serve several nearby and adjacent College buildings.

The following review is based on plans and materials submitted to date as noted below.

- Site plan showing proposed parking facility, signed and stamped by Joseph Porter, Surveyor, dated 5/20/11
- Lighting plan, unsigned and undated

ADMINISTRATIVE DETERMINATIONS:

1. The proposed use of the site is a parking facility accessory to the College's buildings on adjacent lots. Lasell College is a Dover protected institution and therefore the use and review fall under Section 30-5(a)(2).

2. The proposed site is located in the SR2 zone and must meet the dimensional requirements of Section 30-15 Table 2 for a multi-use institution.
3. The applicant's plans show a parking facility with 34 parking stalls. As a parking facility with greater than twenty stalls, the facility must comply with Sections 30-19(h), (i), (j), and (k).
4. Under Section 30-19(h)(1), no parking stalls are allowed in a required setback. The required side and rear setbacks for an multiuse institution in the SR2 zone is 30 feet per Section 30-15 Table 2. The site plan shows parking stalls located within this required setback distance. Therefore the applicant must obtain a special permit from the Board of Aldermen, per Section 30-19(m), to waive this requirement. As a Dover protected institution, the applicant may instead obtain a Dover waiver from the Commissioner of Inspectional Services.
5. Footnote 2 of Section 30-15 Table 2 further requires a 60 foot vegetative buffer from residential uses. As a Dover protected institution, the applicant may instead obtain a Dover waiver from the Commissioner of Inspectional Services.
6. Under Section 30-19(h)(2)c), two handicap parking stalls are required for parking facilities with 34 parking stalls. The proposed site plan shows these required stalls.
7. Under Section 30-19(h)(3), a minimum maneuvering aisle of 24 feet is required for parking stalls at a 90 degree angle. The applicant's plan shows this required maneuvering isle.
8. Under Section 30-19(i)(1) a parking facility with more than five stalls must be screened from abutting streets and properties. The applicant's plan does not include detailed landscaping plans so it is not possible to determine if it meets this requirement. The applicant must meet the requirements of Section 30-19(i)(1) or obtain a special permit from the Board of Aldermen, per Section 30-19(m) to waive this requirement. As a Dover protected institution, the applicant may obtain a Dover waiver from the Commissioner of Inspectional Services instead of providing the required screening.
9. Under Section 30-19(i)(2) a parking facility with more than twenty stalls must contain interior landscaping as described in Section 30-19(i)(2)a-d) amounting to at least 5% of the area as described in Section 30-19(i)(2)a-d). The applicant's site plan notes that it meets these requirements.
10. Under Section 30-19(j) a parking facility with more than five stalls must be lighted, surfaced, and maintained. The applicant's site plan and lighting plan appear to meet these requirements.
11. Under Section 30-19(k) a parking facility with more than twenty stalls must provide bicycle parking for at least one bike per ten vehicles. The proposed parking facility would require a minimum of four bicycle parking stalls. The applicant's plan shows a bike rack located near the front entry drive that appears to satisfy this requirement.

12. See “Zoning Relief Summary” below:

Zoning Relief Required		
<i>Ordinance</i>	<i>Site</i>	<i>Action Required</i>
§30-15 Table 2	Provide required 30% open space or obtain a waiver	Dover waiver from Commissioner of Inspectional Services
§30-19(h)(1), §30-15 Table 2, §30-19(m)	Locate no parking stalls in a required setback or vegetative buffer or obtain a waiver	S.P. per §30-24 or Dover waiver from Commissioner of Inspectional Services
§30-19(i)(1), §30-19(m)	Provide required landscape screening from abutting properties or obtain a waiver	S.P. per §30-24 or Dover waiver from Commissioner of Inspectional Services

CITY OF NEWTON
ENGINEERING DIVISION

MEMORANDUM

To: Alderman Ted Hess-Mahan, Land Use Committee Chairman

From: John Daghljan, Associate City Engineer

Re: Special Permit – Maple Terrace ~ Lasell College

Date: October 12, 2011

CC: Lou Taverna, PE City Engineer (via email)
Linda Finucane, Associate City Clerk (via email)
Eve Tapper, Chief Planner (via email)
Alexandria Ananth, Sr. Planner (via email)

In reference to the above site, I have the following comments for a plan entitled:

*Site Plan Showing Existing Conditions at Lasell College
Maple Terrace
Newton, MA
Prepared by: VTP Associates, Inc.
Dated: May 20, 2011*

Executive Summary:

The proposed project entails the conversion of an existing open air tennis court located in the middle of a residential neighborhood and converting the use into a parking lot for the college. Essentially 100% of the existing property is paved with bituminous concrete the proposal includes the removal of some of the asphalt areas and converting these areas into landscaped beds, thus reducing the total amount of impervious area.

The site currently has two storm-water catch basins and an underground infiltration system, although the plans do not indicate what is the status of this system; it is assumed that it will remain in place and continue to serve as an on site drainage improvement. That being said the College needs to adopt a regular maintenance plan to ensure that the system continues to properly operate.

In order to provide vehicular access to the lot, the existing driveway opening will be expanded to 20-feet, in doing so two mature deciduous trees will be cut down, and the area behind these trees needs to be regarded, and stabilized. As a Public Benefit, on the northern corner of the property a dead 30-inch [diameter] maple tree should be cut down as it has many dead limbs that overhang the abutting properties.

Construction Management:

1. A construction management plan is needed for this project. At a minimum it must address the following: staging site for construction equipment, construction material, construction worker's vehicles, phasing of the project with anticipated completion dates and milestones, safety precautions, emergency contact personnel of contractor.
2. Stabilized driveway entrances are needed during construction which will provide a tire wash and mud removal to ensure City streets are kept clean.

General:

1. As of January 1, 2009, all trench excavation contractors shall comply with Massachusetts General Laws Chapter 82A, Trench Excavation Safety Requirements, to protect the general public from unauthorized access to unattended trenches. Trench Excavation Permit required. This applies to all trenches on public and private property. *This note shall be incorporated onto the plans*
2. All tree removal shall comply with the City's Tree Ordinance.
3. The applicant will have to apply for Street Opening, Sidewalk Crossing, and Utilities Connecting permits with the Department of Public Works prior to any construction. *This note must be incorporated onto the site plan.*
4. The applicant will have to apply for a Building Permits with the Department of Inspectional Service prior to any construction.
5. Prior to Occupancy permit being issued, an As-Built Plan shall be submitted to the Engineering Division in both digital format and in hard copy. The plan should show all utilities and final grades, any easements and final grading. *This note must be incorporated onto the site plan.*
6. If a Certificate of Occupancy is requested prior to all site work being completed, the applicant will be required to post a Certified Bank Check in the amount to cover the remaining work. The City Engineer shall determine the value of the uncompleted work. *This note must be incorporated onto the site plan.*

Note: If the plans are updated it is the responsibility of the Applicant to provide all City Departments [Conservation Commission, ISD, and Engineering] involved in the permitting and approval process with complete and consistent plans.

If you have any questions or concerns please feel free to contact me @ 617-796-1023.

Land Use Map 25 Maple Ter.

*City of Newton,
Massachusetts*

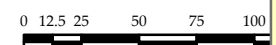
Legend

- Single Family Residential
- Multifamily Residential
- Commercial
- Private Educational
- Building Outlines
- Surface Water
- Property Boundaries



The information on this map is from Geographic Information System (GIS). Newton cannot guarantee the accuracy of the information. Each user of this map is responsible for determining its suitability for his or her purpose. City departments will not approve applications based solely on this map.

CITY OF NEWTON, MASSACHUSETTS
Mayor - Setti D. Warren
GIS Administrator - Douglas G. Gagnier



Map Date: November 17, 2011

Attachment "D"

